	Policy No.	Replaces	Policy
	E. 603	NEW	Executive
	Policy Name		
EMPLOYEE EMAIL POLICY			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		Information Technology
Date Issued	Date Revised	Revision	Related Policies, Reference
Jan. 6, 2010		0	ARM 1118, 1122, 1126, 1050, E.704

PURPOSE

Email is considered an official means for communication by and with Capilano University.

This policy establishes the rights and responsibilities of both users and providers of Capilano University Employee Email.

ASSIGNMENT AND WITHDRAWAL OF EMPLOYEE EMAIL ADDRESSES

The University assigns all employees and retirees an official University email address and webmail account at no cost to the employee or retiree.

Capilano University Employee Email addresses are in the format of [userid]@capilanou.ca for employees and [userid]@my.capilanou.ca for retirees, alumni, students and others who are not current employees. The exception will be those who are emeritus, the email address will be in the format of [userid]@emeritas.capilanou.ca

Assigned email addresses are in the Capilano University employee record system for the appropriate employee, retiree, alumni, student or other.

The University may withdraw access to the account for inactivity, departure, misuse, or other reasons as it sees fit.


UNIVERSITY USE OF EMPLOYEE EMAIL

Capilano University Employee Email is the official email employee address to which the University will send email communications. Some examples of the University's use of employee email are, but are not limited to, University news, Departmental news, HR information, and Payroll information.

EMPLOYEE ACCESS TO EMAIL

Employees must read email communications in a timely fashion and the University will operate upon that assumption. Employees are responsible for recognizing that certain communications may be time sensitive, and they are expected to check their Capilano University Employee Email account on a frequent and consistent basis.

All employees have access to a computer at Capilano University.

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Once a person is no longer an employee, they are not entitled to have an email account within the employee email system. Retirees in good standing will have an email account setup for them within the non-employee email system.

FORWARDING EMPLOYEE EMAIL

Employees may choose to forward email from the Capilano University Employee Email account to another email address.

Forwarding email is done at the employee's risk. The University takes no responsibility for forwarded emails that fail to be delivered or are not able to be read.

Employees are responsible to maintain and to update forwarding address information in the system and to ensure that emails are being forwarded in a timely and reliable fashion.

EMPLOYEE SIGNATURE BLOCK

Employee email must contain a signature. Example signature blocks are available on Frontlines, under IT Services, Policies and Procedures.

If you choose to use a message or tag line in the signature block it must reflect the professional nature of the institution. Religious, political or commercial messages are not permitted.

EMPLOYEE EMAIL – PRIVACY AND CONDUCT

Employees are responsible for keeping their email account passwords confidential and should never share this information with others.

Confidentiality regarding employees' records is protected under the British Columbia Freedom of Information and Protection of Privacy Act. All use of email including use for sensitive or confidential information will be consistent with privacy legislation.

Employees using Capilano University email accounts are expected to adhere to Capilano University policies on Responsible Use of Information Technology, Employee Use of IT Facilities and Services, and Employee Conduct.

In the event that an employee's account is deemed to be causing any type of a problem or for any other reason, the University maintains the right to disable, enter and repair, delete and/or otherwise control the account.